

**Gordon Ford College of Business
Administrative Council Meeting**

Minutes
March 10, 2016
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Indu Chhachhi (representing Dr. Brown), Paula Potter, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding. Ms. Monica Duvall was a guest.

Dr. Katz welcomed Dr. Chhachhi and thanked him for attending on behalf of Dr. Brown.

Ms. Monica Duvall, internship coordinator for the Gordon Ford College of Business, distributed draft copies of the GFCB Student Internship Program Process and Internship Policies and Procedures.

Dr. Katz asked for approval of the minutes from February 25, 2016. Dr. Wells made a motion and Dr. Shannon made a second motion to approve the minutes. The GFAC unanimously approved the minutes from February 25th without changes.

Dr. Katz announced the next GFAC meeting will take place on March 24th at 10 a.m. He said the nomination materials for the AACSB visit are being prepared and he shared the preferences for dates. Dr. Katz encouraged GFAC to share the Hays Watkins speaker information with faculty and ask them to offer extra credit where appropriate. He also announced the Business Executive Advisory Council meeting planned for the afternoon of April 22nd. Dr. Katz reviewed the list of important dates for March and April.

Dr. Trawick distributed a draft policy for scheduling the Grise Hall auditorium for classroom use. She asked GFAC to review it and share feedback. Dr. Wells made a motion to approve the policy and Dr. Blankenship made a second motion. The GFAC approved the policy submitted by Dr. Trawick.

Dr. Potter distributed information regarding the Plus 2 classes for Fall 2016. Dr. Potter thanked everyone for their participation in offering classes in the Plus 2 program and shared projections for fall enrollment.

Dr. Katz asked for departmental updates. Dr. Blankenship shared he is working on an advisory council meeting for Information Systems for April 1st. Dr. Shannon announced the Marketing Department recently interviewed two candidates for the Social Media position. Dr. Carey said the ODE banquet is scheduled for March 21st and the speaker is Tad Abukuppeh. Dr. Chhachhi announced Mr. Head is working on the veteran's grant. He also said the Tier 2 program for WKU Human Resources has been successful. Dr. Potter said the new office assistant has been a tremendous help. Dr. Wells announced the outstanding alumni for the Accounting Department that will be recognized at Beta Alpha Psi. Dr. Trawick announced that associate deans were asked by Dr. McElroy about the possibility of tracking student presentation outside of the

classroom. She also said she has heard from several faculty about what they did during 2015 for faculty qualifications. She will be sending department chairs a request for any information she is lacking. Dr. Trawick announced the computers in 530 will be updated this summer.

The meeting ended at 10:35 a.m. and the next meeting is scheduled for March 24th at 10 a.m.